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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

FROM : Chief of Procurement

SUBJECT: Request for Funds

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DATE: AUG 8 1951

1. It is requested that additional funds in the amount of \$19,100.00 be made available for the procurement of a corrugated box making machine, two mechanized floor sweepers, and a floor marker for use in the two warehouses. At the time Budget Estimates were furnished for fiscal year 1952, purchase of this equipment was not anticipated. Justification follows:

a. Corrugated Box Making Machine

The Packing Section is now using 30 different sizes of corrugated boxes and only 5% are actual true fit for a definite piece of equipment. It is necessary to cut down walls of the boxes to insure tight fits. Such application consumes considerable time and material. Quantities varying from 200 to 500 of each size box are kept on hand, which requires a great deal of storage space. The box making machine requested will enable the Packing Section to make boxes of the exact sizes required for the great variety of items packed by it.

Representatives of the Supply Division have viewed the box making machine in operation and they report that only one minute is required to change the machine from one size to another and as many as 700 boxes can be made in one hour. A monetary savings of approximately 25% will result by use of this machine. Machines of this type are used by various depots of the National Defense establishment and it is understood that additional machines are under procurement by the Armed Services. The total cost of the box making machine is \$16,000.00, delivered and assembled.

b. Mechanized Floor Sweeper

The mechanized floor sweepers will pay for themselves within approximately four months and do a much better cleaning job than a crew of laborers. The sweeper was demonstrated at the [REDACTED] on 27 June 1951. It is capable of picking up a large number of fragments, bolts, gravel, and soft drink bottles. All in all, the sweeper proved it could do a much cleaner job in less time than a crew of men with hand brooms. Two machines would be required at a total cost of \$1,510.00 for each.

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c. Floor Marker

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The floor marker will be used to paint safety lines and stock bay lines in the two warehouses. It could also be used by Building Maintenance & Utilities Division for marking parking spaces on blacktop around various buildings occupied by CIA. Considerable savings will result, since it takes two men three days, twice a year, plus the use of quantities of lumber for guide lines for the warehouse painting alone. Total cost of one machine is \$97.50.

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